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LIST I  
FULL-TIME LANGUAGE TRAINING \*  
FISCAL YEAR 1959

Tabulated by Language

	DOMESTIC	EXTERNAL FOREIGN	INTERNAL
Arabic	3		
Chinese	2	3	7
Czech			2
French	8		31
German	9	3	29
Greek	2		6
Indonesian	5		
Italian	3		
Japanese	2	4	2
Korean	1	1	
Persian			4
Polish	1		
Russian	3	1	3
Serbo-Croatian	1		
Spanish	5		
Turkish	1		
Totals	45	12	84
		Total	141

\*This tabulation includes only those who completed courses. There were 15 dropouts from full-time training during the year, or approximately 10 percent.

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COMMENTS ON LIST I

1. 80 of the 141 full-time students, or approximately 57%, studied French and German.
2. The next most popular language, Chinese, accounts for only 12 students, or approximately 8% of the total number.
3. 59% of all full-time courses were taught internally in the Language and Area School, 8% were taught overseas, and 33% at external U. S. Facilities.

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LIST II  
FULL-TIME LANGUAGE TRAINING  
FISCAL YEAR 1959

Tabulated by Component

	<u>EXTERNAL</u>	<u>INTERNAL</u>
FE	18	17
EE	7	25
NEA	4	10
AF		5
SE	4	3
SR	1	3
WH	4	
IO		1
WE	4	1
PF		1
FI		1
FI		1
CI		1
OL		1
OS	4	
OTR/JOTP		2
SSA/DDS	4	1
OO/FDD		2
ORR		3
OCI	2	2
OCR		1
OSI		1
Personnel	4	
Dependents	1	
Total	57	84

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COMMENTS ON LIST II

1. Approximately 57% of all full-time training requirements were levied by three divisions: FE, EE, and NEA.
2. The closest contender below this was SE division with 7 students, or approximately 5%.

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**LIST III  
PART-TIME (INTERNAL)  
(INCLUDING FAMILIARIZATION COURSES)**

**Tabulated by Language**

Arabic	52
Chinese	17
French	73
German	46
Greek	24
Hungarian	19
Italian	11
Japanese	3
Polish	4
Romanian	8
Russian	220
Spanish	12
Swahili	1
Thai	2
Turkish	5
Uzbek	3
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A total of 93 courses was given in 16 languages

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COMMENTS ON LIST III

1. The number for Arabic was made large by the inclusion of 37 students in the Arabic Familiarization course.
2. The number for Russian was likewise increased by the addition of 50 students in Russian Familiarization courses.
3. 42 of the 93 courses here tabulated were Reading courses or Familiarization courses which are intended to fulfill requirements for specialized reading skills. No instruction is given in spoken language in connection with them. 292 students were engaged in these courses.
4. Russian is by far the most popular language in the part-time courses, followed by French, German, Greek, and Arabic

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LIST IV  
PART-TIME TRAINING (INTERNAL)  
(EXCLUSIVE OF FAMILIARIZATION COURSES)

Tabulated by Component

OCR	35
ORR	89
OCI	8
OSI	42
OO/ [REDACTED]	10
OO/C	1
OO/FDD	3
OBI	2
DD/I	5
OGC	2
MED	2
Comptroller	2
OS	3
OTR	5
OL	3
OP	1
OC	14
DD/S	2
AF	7
NEA	12
FE	12

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IO	2
WE	23
SR	17
SE	21
EE	21
WH	3
TSS	6
CI/	9
FI/	8
PP/	4
FI/	6
OPSER/RID	8
DDP/PPC	2
PRD	1
State	1
Weather Bureau	14
USIA	1
Dependents	<u>6</u>
TOTAL	413
Familiarization Courses	87
Dropouts	155

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COMMENTS ON LIST IV

1. DD/I offices provided 195 of the total number of students.
2. 34 students came from DD/S offices.
3. DD/P students total 162 and dependents and students from other government agencies total 22.

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LIST V  
PART-TIME LANGUAGE TRAINING (EXTERNAL)

<u>BY LANGUAGE</u>		<u>BY COMPONENT</u>	
Arabic	2	WE	15
Chinese	2	FE	15
Czech	2		
Danish	1	EE	5
French	11	SE	1
German	9	WH	5
Greek	2	NE	8
Icelandic	1		
Indonesian	8	SR	6
Italian	5	TSS	7
Japanese	2	ORR	3
Korean	3	OSI	1
Malay	1	OO	7
Norwegian	1	OS	2
Portuguese	1	DDS	1
Russian	8	JOT	2
Serbo-Croatian	2		<u>78</u>
Spanish	10		
Swedish	1		
Tagalog	3		
Urdu	2		
Vietnamese	<u>1</u>		
	78		

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COMMENTS ON LIST V

These figures represent to a great extent short-term tutorial training. In some cases, such as Icelandic, this was the only training available. It is perhaps significant that WE division has a relatively high number of these cases, not balanced by longer-term full-time training.

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PLAN  
FOR  
LANGUAGE INCENTIVE PROGRAM

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## LANGUAGE INCENTIVE PROGRAM

### General Provision

Beginning July 1, 1960, Foreign Service Officers who attain a qualifying level of proficiency in any of the foreign languages designated under this program will be eligible to receive, at the discretion of the Department, incentive payments for "use" of such language in certain foreign countries or "maintenance" of the language skill while away from these countries.

### Basis for Incentive Payments

Incentive payments will be based on: (a) the level of proficiency; (b) the period of time for which language skills are used or maintained; (c) the Incentive Group in which a language is placed after consideration of difficulty of learning and retaining the language, appeal of the language as a career speciality, and supply of language skills in relation to estimated Service-wide need; and (d) proof of meeting the qualifying level of proficiency by means of tests. (See Attachments 1 - 3.)

There will be three Language Incentive Groups with different levels of incentive payment. The amount of payment will also take into consideration the degree of language proficiency in accordance with the following schedule:

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Language Incentive Group	Qualifying Level of Proficiency	Maximum Annual Incentive Payment	
		<u>"Use" Rate</u>	<u>"Maintenance" Rate</u>
I	S-4, R-4	\$1,050	\$525
	S-3, R-3	700	350
II	S-4, R-4	750	375
	S-3, R-3	500	250
III	S-4, R-4	450	225
	S-3, R-3	300	150

The Department's plan for language officer post staffing will identify the areas in which an officer may be considered eligible for incentive payments for "use" of a language.

#### Testing of Language Proficiency

The Foreign Service Institute will administer tests to determine whether officers have attained qualifying levels of proficiency in designated languages. Qualifying test results will be valid for up to three years for purposes of determining eligibility for "use" or "maintenance" incentive payments, subject to the following conditions:

1. Test results may be credited retroactively for one year (but not for periods beginning earlier than July 1, 1960) for "use" of a designated language in specified areas according to the plan for language officer post staffing.

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2. Incentive payments will be granted for "maintenance" of language proficiency while an officer is located in areas other than those specified for regular use of the language. Officers will be eligible for "maintenance" payments only for periods of service after they have passed required tests to demonstrate that a qualifying level of proficiency has been attained.

#### Incentive Payment Limit

Incentive payments may be made for both "use" and "maintenance" of different language skills but the total amount paid for creditable periods of service in a fiscal year for any designated language or combination of designated languages may not exceed \$1,800.

#### Implementation of the Program

1. The Foreign Service Institute (FSI) will administer appropriate tests to determine officers' proficiency in any of the foreign languages covered by the program and will certify the test results to the Office of Personnel before an incentive payment may be made.
2. The Office of Personnel will:
  - a. Designate languages applicable for post staffing.
  - b. Take inventory periodically of language skills, language needs, and interests in learning the various languages.

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- c. Determine the Incentive Group in which each language shall be placed, and make changes in such grouping as needs of the Service warrant.
  - d. Prepare policies and procedures for the program.
  - e. Compute creditable periods of "use" or "maintenance" of foreign languages to ascertain the amount of incentive payment to which an officer may be entitled at a given time.
  - f. Certify that officer has met all conditions of eligibility; and, for "maintenance" payment, certify that his language skill is potentially useful to the Service.
  - g. On the basis of inventories, prepare estimates each year on the anticipated number and amount of incentive payments for the next fiscal year.
3. The Office of Budget will review proposed estimates and fit them into the total budget for the Department, after consultation with the Bureau of the Budget.
4. The Office of Finance, after receiving certification of an officer's eligibility for an incentive payment and a summary computation on the amount involved, will arrange for making the incentive payments. Where possible, payments will be made in January and July of each year for the preceding six-month period.

PER/CDC  
2/27/59



Attachment 1

TENTATIVE DESIGNATION OF LANGUAGES BY INCENTIVE GROUPS\*

(Languages may be added or deleted at any time  
according to needs of the Service)

Group I

(S-3,R-3 proficiency, \$700 -- S-4,R-4 proficiency, \$1,050)

Anharic	Kurdish
Bengali	Laotian
Burmese	Singhalese
Cambodian	Tamil
Korean	Vietnamese

Group II

(S-3,R-3 proficiency, \$500 -- S-4,R-4 proficiency, \$750)

Albanian	Hebrew
Arabic (Egyptian, Iraqi, Saudi, Syrian or Western)	Hindi
Bulgarian	Hungarian
Chinese (Amoy, Cantonese, or Mandarin)	Japanese
Czech	Persian
Finnish	Polish
	Serbo-Croatian
	Thai
	Turkish
	Urdu

Group III

(S-3,R-3 proficiency, \$300 -- S-4, R-4 proficiency, \$450)

Dutch	Malay
Greek	Rumanian
Indonesian	Russian

\* For information on the basis for tentative designation of languages by Incentive Groups, see "Language Gradation Scale" (Attachment 2) and "Application of Language Gradation Scale to Specific Language" (Attachment 3).

Attachment 2

LANGUAGE GRADATION SCALE

1. Difficulty In Learning and Retaining Language (Based on length of full-time training to reach S-3,R-3 proficiency)	<u>Credit Points</u>	<u>Total Points</u>
Group A	10	
Group B	25	
Group C	35	
Group D	50	50
2. Appeal of Language as Career Specialty		40
a. Based on number of countries in which language is useful to the Service.		
5 or more countries	0	
4 countries	3	
3 countries	5	
2 countries	8	
1 country	10	(10)
b. Based on number of positions for possible assignment.		
41 or more positions	0	
31 to 40 positions	3	
21 to 30 positions	5	
11 to 20 positions	8	
Under 10 positions	10	(10)
c. Type of Posts (Based on differentials weighted by number of officers assigned)		
None	0	
10%	3	
15%	5	
20%	8	
25%	10	(10)

	<u>Credit Points</u>	<u>Total Points</u>
d. Ratio of Applicants to Current Training Needs		
Ratio of 3 to 1	0	
Ratio of 2 to 1	3	
Ratio of 1 to 1	5	
Ratio of 1/2 to 1	8	
Ratio of 1/4 to 1	10	(10)
3. Supply of Language Skills in Relation to Minimum Service-wide Need (Based on ratio of language skills at S-3,R-3 level or higher in relation to current estimate of minimum number of such skills needed in the Service)		
Ratio of 3 to 1	0	
Ratio of 2 to 1	3	
Ratio of 1 to 1	5	
Ratio of 1/2 to 1	8	
Ratio of 1/4 to 1	10	10
		<hr/>
TOTAL		100

APPLICATION OF LANGUAGE GRADATION SCALE TO SPECIFIC LANGUAGES

<u>Language</u>	<u>Points Based on Difficulty in Learning and Retaining Language</u>	<u>Appeal to Officer as Career Specialty</u>				<u>Points Based on Supply in Relation to Service Need</u>	<u>TOTAL POINTS</u>
		<u>Points Based on Number of Countries</u>	<u>Points Based on Number of Positions</u>	<u>Points Based on Type of Posts</u>	<u>Points Based on Ratio of Applicants to Current Training Need</u>		
Albanian	25	10	10	8	8	8	69
Amharic	35	10	10	8	8	10	81
Arabic (Egyptian, Iraqi, Saudi, Syrian, Western	50	--	--	5	5	10	70
Bengali	35	8	8	8	10	10	79
Bulgarian	25	10	10	8	--	10	63
Burmese	35	10	8	8	8	10	79
Cambodian	35	10	8	10	8	10	81
Chinese	50	--	--	5	3	8	66
Czech	25	10	10	10	--	5	60
Dutch	10	--	--	--	--	8	18
Finnish	35	10	8	--	--	5	58
Greek	25	10	3	--	--	8	46
Hebrew	35	10	5	5	5	10	70
Hindi	25	10	3	5	5	10	58
Hungarian	35	10	10	10	--	5	70

Attachment 3

<u>Language</u>	Points Based on Difficulty in Learning and Retaining Language	<u>Appeal to Officer as Career Specialty</u>				Points Based on Supply in Relation to Service Need	<u>TOTAL POINTS</u>
		Points Based on Number of Countries	Points Based on Number of Positions	Points Based on Type of Posts	Points Based on Ratio of Applicants to Current Training Need		
Indonesian	10	10	5	10	--	8	43
Japanese	50	10	--	--	--	8	68
Korean	50	10	8	10	8	10	96
Kurdish	35	8	10	8	8	10	79
Laotian	35	10	10	10	10	10	85
Malay	10	10	10	--	--	8	38
Persian	25	8	--	8	5	10	56
Polish	25	10	10	8	--	5	58
Rumanian	10	10	10	10	--	5	45
Russian	25	5	3	10	--	--	43
Serbo-Croatian	25	10	5	5	--	8	53
Singhalese	35	10	10	5	10	10	80
Tamil	35	8	8	5	10	10	76
Thai	35	10	5	5	5	10	70
Turkish	35	5	3	--	3	10	56
Urdu	25	10	5	8	5	10	63
Vietnamese	35	10	5	8	8	10	76

F.Y. '61 ESTIMATED COSTS FOR INCENTIVE PAYMENTS FOR "HARD" LANGUAGE PROFICIENCY

<u>Languages</u>	<u>Group of Language</u>	Incentive Payment at S-3, R-3 Level		Incentive Payment at S-4, R-4 Level		<u>TOTAL</u>
		<u>"Use"</u>	<u>"Maintenance"</u>	<u>"Use"</u>	<u>"Maintenance"</u>	
Albanian	II	-	-	-	\$ 375.00	\$ 375.00
Amharic	I	-	-	-	-	-
Arabic	II	\$13,000	-	\$5,000	1,500.00	19,500.00
Bengali	I	-	-	-	-	-
Bulgarian	II	500	-	-	-	500.00
Burmese	I	1,400	-	-	-	1,400.00
Cambodian	I	-	-	-	-	-
Chinese	II	9,000	\$1,500	8,750	2,250.00	21,500.00
Czech	II	2,500	-	1,350	1,500.00	5,350.00
Dutch	III	1,500	-	900	1,800.00	4,200.00
Finnish	II	1,000	-	1,500	1,125.00	3,625.00
Greek	III	1,500	-	1,500	2,250.00	5,250.00
Hebrew	II	1,000	-	250	750.00	2,000.00
Hindi	II	2,000	-	1,250	-	3,250.00
Hungarian	II	500	-	1,250	3,375.00	5,125.00
Indonesian	III	2,400	-	600	1,125.00	4,125.00
Japanese	II	7,000	3,000	3,000	5,250.00	18,250.00
Korean	I	2,800	-	350	-	3,150.00
Kurdish	I	-	-	-	-	-
Laotian	I	-	-	-	-	-
Malay	III	600	450	150	450.00	1,650.00
Persian	II	2,500	-	750	-	3,250.00
Polish	II	3,500	750	2,250	2,625.00	9,125.00
Rumanian	III	300	450	450	225.00	1,425.00
Russian	III	3,600	3,150	8,400	5,850.00	21,000.00
Serbo-Croatian	II	6,500	750	3,000	1,125.00	11,375.00
Singhalese	I	-	-	-	-	-
Tamil	I	-	-	-	-	-
Thai	II	1,500	-	-	250.00	1,750.00

<u>Languages</u>	<u>Group of Language</u>	Incentive Payment at S-3, R-3 Level		Incentive Payment at S-4, R-4 Level		<u>TOTAL</u>
		<u>"Use"</u>	<u>"Maintenance"</u>	<u>"Use"</u>	<u>"Maintenance"</u>	
Turkish	II	3,000	-	2,250	375.00	5,625.00
Urdu	II	500	-	1,250	375.00	2,125.00
Vietnamese	I	1,400	-	350	-	1,750.00
TOTALS		\$ 69,500	\$ 10,050	\$ 144,800	\$ 32,325.00	\$ 156,675.00

DEFINITIONS OF LEVELS OF LANGUAGE PROFICIENCY

"S" Spoken Language

- S-0 No practical knowledge of the spoken language.
- S-1 Able to use greetings, ordinary social expressions, numbers, ask simple questions and give simple directions (sufficient for routine travel requirements).
- S-2 Able to satisfy both routine social and limited office requirements.
- S-3 Sufficient control of the structure and adequate vocabulary to handle representation requirements and professional discussions within one or more special fields.
- S-4 Able to use the language fluently on all levels pertinent to the Foreign Service.
- S-5 Spoken command of the language equivalent to that of English.

"R" Written Language

- R-0 No practical knowledge of the written language.
- R-1 Able to recognize proper names, street signs, office and shop designations, numbers, etc.
- R-2 Able to read elementary or intermediate graded lesson material or simple colloquial writing.
- R-3 Able to read non-technical news items or technical writing in a special field.
- R-4 Able to read all styles and forms of the language pertinent to the Foreign Service, including editorials, feature articles and official documents.
- R-5 Reading and writing command of the language equivalent to that of English.